

Loveland City School District

# **Child Nutrition Department**

## **Child Lunch Program Parent Handbook 2018-2019**



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## *Loveland Child Nutrition Program*

Partnering with parents to encourage a healthy school nutritional environment, promote good food choices, and support health activity among Loveland's growing school age children.

### *Our Staff*

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## *About the School Lunch Program*

Loveland City School lunchrooms have been the recipients of the Hamilton County Board of Health Clean Kitchen Award for the past 8 years!

It is our goal to promote the consumption of healthy school meals. We strive to offer quick breakfast and lunches that are appealing, appetizing and healthy for young children.

We offer Grab n Go breakfast items at all of our school cafeteria this year. These breakfasts are in compliance with the breakfast meal pattern set by the USDA and Ohio Department of Education. The meals contain a 2 grain and ½ cup fruit product. Students may also take a milk and an additional fresh fruit. These are peanut free items since some students do eat in the classroom.

Our school lunch menus have been revised to promote the healthy consumption of a mid-day meal that meets the nutritional needs of a healthy, growing child. They are designed to provide children with approximately one-third of the nutrients required according to Recommended Dietary Allowances. Not only do our menus reflect the Dietary Guidelines for Americans but they restrict the availability of foods and beverages at school to those that meet healthier guidelines of lower fat, limited added sugars and limited sodium. We do not offer snacks, food or drink products that do not count as part of the reimbursable meal or in compliance with Smart snack regulations in our cafeterias serving grades K through 12. You can be assured when your child buys a school meal or other products, they are purchasing food and drink of nutritional value to help your child grow, learn and maintain health and wellness. We believe that children who learn to make healthy food choices and be physically active at a young age will continue these habits into adulthood. Look for these changes in this year's menu and ala Carte selection offered in our lunchrooms:

- A wider variety of fruits and vegetables, including more variety of dark green, orange and red vegetables.
- Fresh fruits are offered every day, along with other fruit items and salads.
- More bean recipes and other sources of low-fat protein.
- The use of whole-grain products either on bread or the breading of products.
- Choice of low-fat or fat-free milk.
- The reduction of drinks with artificial sweeteners.
- The elimination of any snack product that does not meet the smart snack ruling or same nutritional guidelines for a reimbursable school lunch meal product.

We ask you to encourage your child to try new foods and participate in purchasing one of the healthiest meals available to your child every day at school. You can help by involving your child in selecting healthy choices at the grocery store and preparing healthy choices at home will help reinforce the messages we'll be teaching at school. We plan to offer nutrition education and reinforce this message in our cafeterias in order for our students to learn to make healthy choices.

In an effort to increase the acceptance and consumption of nutritious foods, we provide "offer versus serve" at all of our lunchrooms. This is intended to reduce food waste by permitting children to choose three of the five meal components offered each day. Children also have the option of picking from several choices of entrée items offered each day including: the item listed on the menu, a variety of hot or cold sandwiches, salads, fruit yogurt, and a variety of pre-packed, grab and go "lunchable" meals. We have a self-serve hot vegetable bar and a fruit and salad bar, this enables students to choose from a large variety of fresh fruits, salads, and hot vegetable dishes every day. We offer some variety milk choices to your student which include 1% and fat free white and in some schools' chocolate. Bottled water, and 100% juices are also available as ala carte items. Finally, we offer a variety of healthy snacks which have been approved by the Smart Snack guidelines from the ODE and Child Nutrition Director.

The School Lunch program is a self-supporting, self-sufficient program. It does not receive funding from the General Funds. To keep costs down, menus are planned around government commodity food products available through the United States Department of Agriculture.

### *What is breakfast?*

The USDA has set standards and guidelines for what constitutes a reimbursable meal for students. Students are offered at least 4 components at breakfast and must take 3. They must take a 2 grains and a ½ cup of fruit or fruit juice. We try and package these items so that it is convenient for your student. Other items are offered and can be purchased under ala carte pricing.

### *What is a lunch?*

The USDA has set new standards and guidelines for what constitutes a reimbursable meal for students. Students are offered at least 5 components. These 5 components are various varieties of proteins, fruits, vegetables, whole grains and milk. Students are required to take at least 3 of these components: **one component must be a vegetable or fruit to qualify as a meal.** The student will be charged ala carte prices for each item if the components are not met. Cashiers try to encourage each student to get items to complete their tray to make a reimbursable lunch.

### *How the System Works*

The Child Nutrition Department utilizes a computerized program system or point of sale (POS) called Pay Schools. This convenient system allows parents the ability to pre-pay for lunches in any amount. Parents can pay for lunches several different ways using this system. Each child has his/her own unique Personal Identification Number (PIN). You can be confident that no other students can use your child's account or know his/her meal status. Our staff does not permit anyone else to use another student's lunch account without their consent. This includes friends, siblings and other family members. Students can only enter their student PIN number and access their own lunch accounts. When your child enters his/her PIN number his/her school photo is displayed along with account information. This permits the cashier to ensure that only your student is accessing the account.

PIN numbers are typically a four or five digit number given to the student and parent upon enrollment. Your child will most likely have the same PIN number until graduation. If, for any reason, your child's number would change (which is unlikely), you will receive advance written notice from the Child Nutrition Department.

### *How to pay for Lunch*

Lunches can be paid for on the day they are purchased, with cash or check, however the district encourages the pre-payment of lunches. Pre-paid lunches permit children to move through the cashier line very quickly giving them more time to eat their lunch. Payments can be turned in prior to the school day at the main office or in the student's classrooms. These payments **MUST** be labeled with Student name and PIN number to receive proper credit to account. Cashiers may accept cash and check payments at the registers. Make certain that your child's name and PIN number is in the memo section of any check sent to school or on the outside envelope if sending cash. Make checks payable to LCSD Food Service Department.

**Credit card** payments can be made using an on-line system [www.payschoolscentral.com](http://www.payschoolscentral.com). This method allows parents to pay for school lunches and a variety of other school fees from your computer or phone at any time in any amount. The account goes under the parents name and they can add or delete students as they want. Payschoolscentral charges a fee for every transaction for the convenience. This fee is added to the total credit card transaction. You may also view your child daily lunch choices and have the system alert you when funds are low or auto fill accounts when low.

To use this system, visit the district website at [www.lovelandschools.org](http://www.lovelandschools.org), click on the Programs tab, then go to the Food Service and Child Nutrition tab link. Towards the bottom of the page under Links for nutrition you will see the [payschoolscentral.com](http://payschoolscentral.com) link which will take you directly to the site. You can also access by going directly to [Payschoolscentral.com](http://Payschoolscentral.com).

Credit card payments are processed by Payschoolscentral every few minutes. Text your student the code if done anytime from 10am -1pm to ensure credit to the account.



## *Breakfast and Lunch Charges*

Students in first through sixth grade are permitted to accumulate up to three meal charges at one time. In an effort to keep you informed of their status, the district will send notification by phone calls, letters in Friday folders or by email when their balance falls below the price of a meal. Once your child accumulates 3 charges on his/her account, he/she will still receive a lunch but fall under the comp meal key. We will not take food away from student that is part of the school meal. Students will not be given or able to charge snacks or extras if they do not have money on account to cover the item. IF this becomes abused by the student and comp meals are more than 10 consecutively. WE may offer your student a cheese sandwich, fruit and a milk before they take a menued lunch.

Students in the seventh – eighth grade are to call parents from the cafeteria when and if they fall into a negative amount on their account each day. Letters will go home once a week for grades 5-12<sup>th</sup>. High school students may only charge a lunch for that day. There is no a la carte charging allowed at any of the buildings. Students may check balances any time of day in the cafeteria. Please call the Food Service department if you need help with your students account and paying the balance, 513-774-6201, information is confidential and only shared with need to know staff members.

Students must pay all lunch charges in full by the first week in May. **Lunch charges are not permitted during the last three weeks of school.**

No one is permitted to use other student accounts under any circumstances unless the student gives permission and is present to place their own pin number on the pin pad themselves. We encourage parents visiting students for lunch to bring cash instead of student's account.

## *Reimbursement of Student Accounts*

Students graduating or transferring out of the Loveland School district may request in writing or by e-mail to the Child Nutrition Director for reimbursement for money left on their child's lunch account within 30 days of leaving the district. Please include your mailing address and the name of the person who will be cashing the check. Graduating seniors will be notified by mail of remaining funds on lunch accounts mid-May. These balances can change depending on your students eating habits. Graduating Seniors have the choice of receiving a reimbursement check for the full amount left on your child's account that is above 5.00, transferring the amount to a sibling in the district or donating it to needy Loveland students for the "Feed the Kids" fund, set up and managed by the Child Nutrition Dept. in conjunction with the Treasurer's Office. Any funds that are not requested back after the 30day deadline on notice will automatically be donated to the "Feeds the Kids Fund". Funds that are below the 5.00 threshold and not transferred to a sibling will also be donated to that account. This account is used to help families that do not quite qualify for the Free and Reduce program.

## *Free and Reduced Price Lunch Program*

The Loveland School District participates in the National School Lunch Program. As a participant, the district must make available free or reduced priced meals to all eligible students. As of the 2008, all Ohio districts participating in the National School Lunch Program must participate in the State of Ohio Direct Certification Process. This Process provides each district with a list of students in their district, who reside in a food stamp-eligible family. These students are automatically certified as eligible to free or reduced priced meals. A notification letter will be sent to the household listing students in the household who are eligible for direct certification benefits. Parents are permitted to decline this benefit by returning the notification letter to the Child Nutrition Office indicating a decline of benefits. If a sibling is not listed on the Direct Certified notification letter, we ask the parent to please notify the Child Nutrition office in order to extend the free lunch benefit to other family siblings. Parents of Direct Certified students must complete the permission to release information form enclosed with the notification letter for fees to be waived. If you have any questions or concerns, call District Food Service Director, Kris Tracy at, 683-5600 ext 6201.

If you do not received the Direct Certified notification letter within the first 30 days of school, please fill out the application for Free and Reduced Price Meals which is available at each school office , at the Administrative Board Office and may also be found on the district's website [www.lovelandschools.org](http://www.lovelandschools.org); click on your child's school, then the Lunch Menu option. You will find the "**Free and Reduced Price School Meal Application Form**". Print this form, fill it out and return it to the school office. Applications are accepted any time during the school year. Parents who become unemployed may apply for benefits.

**Free and reduced price lunches are available only to students who qualify and meet federal eligibility guidelines.**

Foster children and homeless children automatically qualify for free lunch **once an application is received and approved** in the Food Service Child Nutrition Office. No child is discriminated against because of race, sex, color, national origin, age, or disability.

Qualification of having you your child's school fees eliminated for the current year, is only done by completing the **"Release Form for Sharing Information With Other Programs"**. The application and form are available at each school office or at this website at [www.lovelandschools.org](http://www.lovelandschools.org), click on your child's school, then the Lunch Menu option. This form must be signed and returned to the Child Nutrition Office. This is only if you qualify for the free and reduced program.

## *Program Goals*

Members of the District's PAWS (Promoting an Attitude of Wellness in Schools) Committee and the Child Nutrition Director have worked together to improve the nutritional integrity of the Loveland City Schools' student meal program. Along with Federal standards and guidelines for food brought into schools.

Together we have made changes in the Cafeteria and the classrooms that set nutrition standards for all foods and beverages in and outside of school meals, including ala carte items. Which a line with the Board policies and the Federal policies. You can read more regarding this policy in the Board documents #8510 Wellness.

The following is a list of goals the Food Service Department has set and strives to achieve and improve upon.

- Improve the nutritional quality and selection of school meals.
- Work with school officials to make changes to the school environment as we work toward becoming a healthier district.
- Promote and serve whole wheat bread products whenever possible.
- Provide a wider variety of fruits and vegetables, including dark green and orange vegetables.
- Reduce the intake of saturated fats.
- Promote a pleasant atmosphere.
- Make lunch time enjoyable. Give children adequate time to eat their meal and still have time for recess.
- Eliminate snacks and drinks that do not meet the nutritional requirements of meal components of the school lunch meal or any classroom party, fundraiser on or off campus.
- Encourage parents and children if they choose to pack make sure to encourage healthy lunches.
- Offer only fruit-based drinks that contain at least 100 percent fruit juice without additional sweeteners.
- Ensure that all food and drink products sold or served in the cafeteria meet the following standards:
  - Have 30% or less of its total calories from fat, have 10% or less of its total calories from saturated fat.
  - Have 35% or less of its weight from sugars, excluding sugars occurring naturally in fruits, vegetables and dairy products, must contain at least 10% of a major nutrient.
  - French fries and other processed potatoes are offered no more than once a week and are oven baked.

## **High School Cafeteria**

The Food Service Department continually engages in discussions with our customers, the students, in an effort to improve our products and services. Their input has led to many changes over the years including a complete redesign of the serving area, the addition of vegetarian meals, removal of less healthy options, and having sample days where new products are taste tested. Encouragement of students taking vegetables and making meals out of items they have chosen vs selling it to them ala carte.

Students have told us they would gladly choose healthy foods if these products included appetizing entrees, fresh fruits and vegetables, freshly-made salads, whole grain products, and healthy drinks and snacks. The products they have requested are served at various stations including self-serve, buffet-style vegetable station, sandwich topping station and a salad and fruit bar. Additionally we have followed their suggestions such as:

- Cashier station placement to move students through the cafeteria lines quickly.
- More “Grab & Go” meals throughout the cafeteria to enable students who want a cold, quick, easy, nutritious lunch without the wait.
- Easy-to-read menu boards to inform and entice our students about the selection of appetizing food items offered daily. Menu on the webpage.

## **Middle School and Intermediate Cafeteria**

The Middle School and Intermediate Tiger Cafes have been reorganized to better accommodate students' requests and suggestions and offer more variety of healthy food selections.

- The menu has been improved to include more healthy food and drink options for students while eliminating products that do not meet the guidelines as a food component with the school lunch meal program.
- The Middle and Intermediate Cafeteria now offers three meal options, same as the High School, with the same selection, pricing and portion sizes. Meal prices for both Middle and Intermediate students are \$3.00 for the Value Meal, \$3.25 for the Tiger Lunch and \$3.75 for the Gourmet Lunch.
- More Food Stations have been added to the Cafeteria Serving area to accommodate student requests for more choices of healthy food options.

## **High School and Intermediate/Middle School**

### **Meal Options**

The high school and middle school cafeteria offer three affordable school meal plans: the **\$3.00** Value Meal, the **\$3.25** Tiger Lunch and the **\$3.75** Gourmet Meal plan. These options are also labeled on the menus for easier viewing. Specialty lunches are priced and published for students.

Ie. Domino Deal Days: \$6.00 which includes Personal pan pizza (WG) with a fruit or vegetable and a milk.

## **Loveland Elementary, Primary and LECC Cafeterias**

The Elementary lunch program is set up to encourage young students to make their selection of food items from a variety of healthy foods students enjoy consuming.

- Each day at least two entrees are offered. Menu item and an alternate.
- Hot lunches and cold “Grab and Go” meals are available, along with a choice of at least two hot vegetables, fresh fruit is offered every day along with other fruit selections and a variety of salads and other fruit/vegetable offerings.
- Fat free or 1% milk is available in all cafeterias.
- To ensure that healthy items are available to our young students, all ala Carte food must meet the same nutritional guidelines as food and drink offered with the school lunch program. No snacks or drinks are offered to students that do not count as part of a meal component of the school lunch program with the exception of bottled water.
- No artificially sweetened drinks are sold at the Elementary buildings in the cafeterias.
- Lunch price for this age group is **\$2.75** per meal.

### ***The difference between the Loveland Early Childhood Center and Primary Schools’ Lunch Program***

The Loveland Primary School Cafeteria is set up differently from the Early Childhood Center Cafeteria system. At Loveland Primary, money and checks can still be collected by the teacher in the morning and given to the lunchroom cashier to put on the child’s account before the child comes to lunch. However, the children will have to know their PIN numbers and put their number into the PIN keypad during lunch time when going through the lunch line in the cafeteria.

If your child remains at LECC as a first grader, the teacher will collect the money in the morning. They will be given a lunch ticket with their PIN number on it so they can practice and it is a double check for us on who bought lunch. First graders at LECC are integrated slowly by teachers using PIN pad to enter their student number. Please encourage your students to learn their PIN number.

### **Lunchroom Manners**

The lunchrooms are monitored by adults hired and supervised by the school principals. Students are encouraged to use good manners in the dining room. This includes sitting at their seats until excused by the lunchroom monitor, talking softly at the table, no yelling, and cleaning up after themselves.

### **Nutrition Policy**

Again this year, the District Food Service Director, school and board administrators and teaching staff have agreed to promote a healthy environment at our schools by setting standards that only foods and beverages of high nutritional standards are to be sold in the cafeteria and/or available on school campuses. We are encouraging nutritional food items be made available for fundraisers, school parties, and school functions. Parents are encouraged to pack healthy lunches and snacks for consumption at school. Please do not provide soda pop, sweetened drinks, candy, or low-nutrient snack foods. The Wellness policy for the District reviews the guidelines for healthy standards at school. Policy # 8500/8500.01/8510/8550

## *Food Product Information*

Most food product information that includes Ingredient Information and Nutrition information is located at each Food Service Office and the Child nutrition Department. We strive to provide as accurate information as possible but product information may change without notification to us. Please note that it takes several weeks or months to update all of the school food nutrition and ingredient information. Our staff reads the product information labels and notes any of the common allergens for the cashiers to relay to your students when purchasing items. The most accurate and best information will be provided and can be addressed by calling the Food Service Office directly.

## *Suggestions for Packing Healthy Lunches*

Parents are encouraged to pack healthy lunches from home or encourage their children to purchase healthy school meals. The Child Nutrition Department is promoting the sale of school meals rather than ala carte sale of food to promote a balanced diet.

### *Home Pack Lunch Suggestions:*

- Low-fat meat or cheese sandwiches served on whole wheat bread, buns or wrap sandwiches.
- Hard-boiler eggs
- Fresh fruit and vegetables
- Low-fat yogurt
- Low-fat cheese cubes or sticks
- Pretzels, low-fat crackers, bagels, small muffins, dry cereal
- Whole grain breads and snacks
- 100% or 50% juice products or bottled water
- (Cold, refreshing, nutritious 1% milk and fat free milk can be purchased at school, along with a selection of bottled water and 100% juice products) .

## *Suggestions for Healthy Snacks*

Healthy snacks are important because they provide nutrients for growth, provide energy and enable children to think clearer and help develop good eating habits early in life. Keep portions small, snacks are not meant to take the place of a meal.

Healthy snack suggestions (most of these snack items are less than 100 calories a serving): thin pretzel sticks, mini bagels, crackers, microwave lite popcorn, dry cereal, cereal bars, nutri-grain bars, low fat cheeses, banana, medium apple, pear, peach, cantaloupe cubes, grapes, orange, kiwi fruit, vegetable sticks, fresh broccoli and cauliflower florets, low-fat yogurt, pudding cup, cottage cheese, peanut butter and celery sticks, almonds, peanuts, sunflower seeds, small sandwiches, fruit kabobs, protein drinks, 100% fruit juice, zucchini strips, berries, tomato wedges with dip, tangerines, whole grain breads, small muffins, Whole grain cookies, tortillas and salsa, rice cakes, pumpkin or banana bread, cereal mix or trail mix, green, red and yellow pepper strips, fig newton cookies, animal crackers, baked Doritos, graham crackers, English muffin, 100% fruit snacks, and beef jerky-95% fat free.

## **Common Lunchroom Questions & Answers**

**Q. Does my child have to prepay for lunches or can he/she still pay cash?**

A. The cashiers will accept cash in the lunch line, but remember, service is much speedier when money is prepaid on student accounts for meals.

**Q. May anyone else use my child's meal account, such as a brother or a sister?**

A. No. Only whom the account has been assigned may use the account. Students and staff can only bring up their own student account. No one, including siblings, parents or friends can use another person's lunch account without their consent.

**Q. How will I know when the meal account is getting low on funds or has a negative balance?**

A. You can now check your child's daily balance on the Payforit.net system. You can also use the Payschoolscentral.com system to place money on your student's meal account. Go to the school website at [www.lovelandschools.org](http://www.lovelandschools.org). Charge letters will continue to be sent home at least once a week. Students are also verbally told by cashiers when their funds are getting low. Some cafeterias allow students to conveniently call home about low balances from the dining room telephone.

**Q. Can I send one check for lunch AND another activity?**

A. NO. It is necessary that lunch money be kept separate from other school funds.

**Q. At what time are credit card and lunch charges processed?**

A. Any credit card lunch charges made with Payschoolscentral.com should be automatically added to your student's account. Please make sure if you are making payments from 10-1pm it will take time for that to sync in the POS systems.

**Q. If my child asks for cash back from a check will he or she get cash back?**

A. No. For your protection, we will not give change back to a student from a check. We want to make sure the money you sent to be used for meals goes directly for meals only. At the grade level buildings 1-8 any change due to students is placed on their student meal account. This service is provided in response to concerns of parents who indicated that change was lost on the playground or thrown away. The change then accumulates on the account providing funds for later use or for healthy second choices.

**Q. How can I apply for the free and reduced lunch program?**

A. Applications are available at every school office, at the Administrative Board Office or from our website at [www.lovelandschools.org](http://www.lovelandschools.org).

**Q. What happens when the account has a negative balance?**

A. Charge letters are sent home regularly. Please pay all charges promptly. There are also automatic phone messages sent out on Tuesday and Thursdays. If your child has reached the limit of three lunch charges, the Child Nutrition Department will contact you to make arrangements for payment. Parents are responsible for reimbursing the cafeteria for unpaid, charged meals.

**Q. What if my child still has money in his or her account at the end of the school year?**

A. Your money is safe. We will carry your child's balance to the next school year. Should families move from the school district, money remaining on student meal accounts will be refunded after receiving a written request from the parents. Graduating seniors will be notified of money remaining on their account if it is more than \$5. Request for reimbursement must be made within 30 days of graduation or transfer.

**Q. What if my child's account shows a meal was eaten when I know that I packed a lunch?**

A. There have been times when hungry, growing children have eaten their home packed lunch on the way to school, and eaten a second noon-time meal at school. Some students are too tempted by popular food items for lunch and may be tempted to have lunch at school instead of eating the packed lunch. The cafeteria cashier and personnel in the Child Nutrition Office will be glad to assist you with any questions you have and make adjustments if necessary.

**Q. What if I have a question about my child’s account?**

**A.** You may call the Child Nutrition Office at 683-5600 or email me [tracykr@lovelandschools.org](mailto:tracykr@lovelandschools.org). I will make every effort to answer your questions in a timely fashion.

**Q. My child is new to the school district. When will we get a student ID number?**

**A.** New Students ID numbers are listed on the front of the Parent Packet sent home or picked up at the beginning of the school year. Identification Number (PIN) are provided to parents and students as soon as they enroll in school. Additional ID cards are also kept in the first grade classrooms and given to students prior to lunch service each day during the first three weeks of school until the children learn and memorize their ID numbers.

At LPS, cashiers retain the student ID cards, sort them, and return them to the teacher for use the next school day.

We encourage all first grade children to purchase a school meal at least once during the first two weeks of school. Additional friendly lunchroom staff are available to help the children make food choices and enter their student ID number (PIN number) in the PIN pad by the cash registers.

**Q. Where do I find the lunch menu?**

**A.** Menus are posted on the district website at [www.lovelandschools.org](http://www.lovelandschools.org) or you can pick up a menu at the school office. These are rotating menu magnets for the LECC, LPS and LES campus. LIS, LMS and LHS are located on the website. We no longer print out menus.

**Important Notice**

Parents of students with allergies: the school nurses notify the cafeteria of any students with food allergies. A red highlighted notice is put on your child’s account in the dietary notes with the list of food restrictions.

Students who are lactose intolerant must have a written notice from a health care professional stated that it is a life threatening illness to receive a bottle of water to replace the milk. Water fountains and potable water are available in each cafeteria for students who choose not to receive milk with their lunch. USDA guidelines prohibit serving substitute drinks to students without written medical directives from a medical authority. Our district does not provide substitute drink products for students who do not have a life threatening medical condition for avoiding the consumption of milk with the School Lunch Program.

Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program.

Drinking water, free of charge is provided in every cafeteria.

This institution is and equal opportunity provider.

# **Parent Communication/Food Service Alert Form**

With the Pay schools computer system we are able to assist in meeting the special needs and requests of our students or specified wishes of our parents. This system allows us to put message alerts to notify cashiers of special or specific circumstances involving individual students. Some possible alerts could be: allergies, medical conditions (such as diabetes), lactose intolerance, a no snack rule or charging restrictions.

Please use the form below to indicate your child's special needs or specific instruction.  
Send this form to the school with the request that it be forwarded to the Food Service Office or mail it to:

Loveland Board of Education  
Child Nutrition Office  
757 S. Lebanon Rd.  
Loveland, Ohio 45140

LOVELAND CITY SCHOOL DISTRICT  
FOOD SERVICE  
FOOD ALERT NOTIFICATION  
THIS FORM MUST BE ACCOMPANIED BY A DOCTORS NOTICE

## Student Alert Request Form

Student name: \_\_\_\_\_ ID number \_\_\_\_\_

School: \_\_\_\_\_ Grade level \_\_\_\_\_

Restrictions or comments for student account: \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_

Daytime phone number \_\_\_\_\_

This institution is and equal opportunity provider.